

Salesbooster-Pro

User Manual



■ Quick Reference Guide

GIFT CARD TRANSACTIONS

ISSUING A NEW GIFT CARD

1. From the main screen press #6 <Gift>.
2. Enter cashier password if prompted.
3. Swipe a new card.
4. Select the expiry date (1 for 1 year, 2 for years, 0 for no expiry).
5. Enter the customer's telephone number (optional) or press <Enter> to skip.
6. Enter the amount customer wishes to purchase then press <Enter> twice to complete the transaction.

REDEEMING FROM CUSTOMER'S GIFT CARD (EXISTING CARD)

1. From the main screen swipe customer's card.
2. Enter the amount to redeem then press <Enter> twice to complete the transaction.

RELOADING CUSTOMER'S GIFT CARD (EXISTING CARD)

1. From the main screen press #6 <Gift>.
2. Swipe customer's card.
3. Enter the amount customer wishes to add then press <Enter> twice to complete the transaction.

POINTS CARD TRANSACTIONS

ISSUING NEW POINTS CARD & ADDING ADDITIONAL PURCHASES

1. From the main screen swipe points card (Existing or new).
2. Choose customer's method of payment (Credit card or Cash).
 - If customer is paying by credit card, press <card> key to change "cash" to "card"
 - If you want to change "card" to "cash", press <card> key once more.
3. Enter customer's purchase amount in the <AMOUNT> field then press <Enter> key twice to complete the transaction.

REDEEMING CUSTOMER'S POINTS

1. From the main screen swipe card.
2. Press the <point> key.
3. Enter number of Points to redeem then press <Enter> key twice to complete the transaction.

ENTERING/EDITING CUSTOMER CONTACT INFORMATION (Optional)

1. From the main screen press #2 <Edit>.
2. Enter the last 4 digits of the customer's telephone number or the last 4 digits of their card number.
3. Type or edit each information field using a keyboard or keypad on the terminal.

TRANSACTION HISTORY REPORTS

VIEWING/PRINTING GIFT CARD SALES AMOUNTS

This option searches the terminal for your Daily and Monthly Gift Card Sales History. Follow the steps below, then enter the date range you wish to view/print. To print the report, press <F1> key.

1. Press <Search> or #3
2. Press < Gift Sales> or #7

VIEWING/PRINTING POINTS CARD SALES AMOUNTS

This option searches the terminal for your Daily and Monthly Membership Card Sales History. Follow the steps below then enter the date range you wish to view/print. To print the report, press <F1> key.

1. Press <Search> or #3
- Press < Member Sales> #6

■ Some Basics

Turning On Your Salesbooster-Pro

1. Plug the unit into any standard power outlet
2. Find the ON switch located at the back of the unit

Moving From One Field To Next

Salesbooster-Pro uses the 4 arrow keys located on the keypad to move from one field to the next.

Data Entry

- Use the number keypad to enter the desired amounts (or alphabet)
- Press <CLEAR> to delete and to record new data
- Press <ENTER> to make the selection



Limited Warranty

1. In the event of a defect in materials or workmanship, Lucent SMB will repair this product with new or rebuilt parts free of charge during the warranty period.
2. Warranty period is one (1) year from the date of original purchase. (Peripherals, such as adapters are not covered under this warranty.)
3. This warranty only covers failure due to defects in materials or workmanship that may occur during normal use. The warranty does not cover damage resulting from misuse, lack of care, alteration, modification, accident, and breakage resulting from normal wear and tear.

Limits and Exclusions

There are no express warranties except as listed above.

LUCENT SMB SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THIS PRODUCT, OR ARISING OUT OF ANY BREACH OF THIS WARRANTY. ALL EXPRESSED AND IMPLIED WARRANTIES, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED TO THE APPLICABLE WARRANTY PERIOD SET FORTH ABOVE.

■ Setting Up For The First Time

Step 1 – Time Setting

Make sure that the internal clock is set correctly to your local time. Salesbooster-Pro records the transactions based on your local time.

1. From the main screen, press #5 (SETUP) to enter the setup menu
2. Enter the default admin pass code <7567>, then press <ENTER>
3. Press #1 option (DATE & TIME) from the setup menu
4. Key in current date using MM/DD/YY format (Month/Date/Year), then press <ENTER>
5. Key in your current time using the 24 hour clock format (HHMM), then press <ENTER>
6. Press <ENTER> at the <YES> prompt to finish

Step 2 – Bonus Rate (Optional)

Salesbooster-Pro lets you issue gift or loyalty points cards. This section explains how to set the percentage of sale you wish to give as loyalty points. If you will not be using the loyalty points card, skip to next step.

1. From the main screen, press #5 (SETUP) to enter the setup menu
2. Enter the default admin pass code <7567>, then press <ENTER>
3. Press #2 option (BONUS RATE) from the setup menu
4. Select either <FIX> or <VAR> option listed on the screen. <FIX> option lets you select the percentage that applies to all your sales transactions. <VAR> option lets the cashier enter a different percentage each time the transaction occurs
5. Press <CLEAR> to delete cash purchase default rate. Enter the desired percentage for cash purchases. Then press the <ENTER> key.
6. Press <CLEAR> to delete the credit card purchase default rate. Enter the desired percentage for credit card purchases. Then press the <ENTER> key.
7. Press <ENTER> at the <YES> prompt to finish

Step 3 – Customer (Optional)

Salesbooster-Pro has added security feature that lets you choose whether or not your cashier must enter their pass code to load your gift cards. If you want to use this feature, follow the steps below. Or skip to next step.

1. From the main screen, press #5 (SETUP) to enter the setup menu
2. Enter the default admin pass code <7567>, then press <ENTER>
3. Press #3 option (CUSTOMER) from the setup menu
4. Use the arrow key to move to GIFT field, then select <YES> or <NO> to choose whether your cashiers will need to enter their pass code to load your gift cards
5. Press the <ENTER> key 4 times to complete and to exit the menu

Step 4 – Store Info

You must enter your business name, telephone number and address, as you would like it to appear on your sales receipts. We recommend that you use a standard computer keyboard for this section. Any standard computer keyboard can be plugged into Salesbooster-Pro (located at the back of the unit) for easier data entry.

1. From the main screen, press #5 (SETUP) to enter the setup menu
2. Enter the default admin pass code <7567>, then press <ENTER>
3. Press #4 option (STORE INFO) from the setup menu
4. Use the keypad (alphanumeric) or your computer keyboard following the on-screen guide

Step 5 – Trade Name (Optional)

You are able to display your business name on the main screen. This feature does not effect any of your transactions and you may skip if desired.

1. From the main screen, press #5 (SETUP) to enter the setup menu
2. Enter the default admin pass code <7567>, then press <ENTER>
3. Press #5 option (TRADE NAME) from the setup menu
4. Use the keypad (alphanumeric) or your computer keyboard following the on-screen guide

Step 6 – Data Sending (Optional)

Use this option if you wish to backup your data to your computer. Download the Datalink Software from www.lucentSMB.com then install to your computer. Use a serial port cable to connect your Salesbooster-Pro to your computer, then follow the steps below.

1. From the main screen, press #5 (SETUP) to enter the setup menu
2. Enter the default admin pass code <7567>, then press <ENTER>
3. Press #6 option (DATA SENDING) from the setup menu
4. Connect your Salesbooster-Pro to your computer
5. Press <ENTER> to download data

Step 7 – Print

Salesbooster-Pro lets you print up to 3 receipt copies per transaction. By default, your Salesbooster-Pro is set to print one copy. You may change the number of copies, both for gift card transactions and for bonus points card transactions.

1. From the main screen, press #5 (SETUP) to enter the setup menu
2. Enter the default admin pass code <7567>, then press <ENTER>
3. Press #7 option (PRINT) from the setup menu
4. Press <CLEAR> in the <MEMBER> field. Press the desired number of receipts you want to print using the number keypad. Press <ENTER> to continue.
5. Press <CLEAR> in the <GIFT> field. Press the desired number of receipts you want to print using the number keypad. Press <ENTER> to finish

Step 8 – Gift Password

Salesbooster-Pro lets you enter up to 10 cashier passwords. You may assign each password to each cashier you will allow access to the terminal. Transactions are tied to each cashier password (cashier ID) and you are able to view/print transaction history by each cashier password.

IMPORTANT

Cashier passwords 1 through 9 are regular cashier passwords. Cashier password 10 MUST BE your password (Admin Password). Your Admin Password gives you access to your transaction reports. Other cashier passwords only allow your cashiers to handle day-to-day gift and loyalty points transactions.

1. From the main screen, press #5 (SETUP) to enter the setup menu
2. Enter the default admin pass code <7567>, then press <ENTER>
3. Press #8 option (GIFT PASSWORD) from the setup menu
4. Follow the on-screen fields to enter cashier passwords from 1 through 10
5. Press <ENTER> after each field to finish

Step 9 – Menu (Optional)

Salesbooster-Pro lets you manage up to 99 inventory items. For instance, you may assign ITEM 1 as “Pasta Dish”, ITEM 2 as “Appetizer”, and so on. This feature is rarely used.

1. From the main screen, press #5 (SETUP) to enter the setup menu
2. Enter the default admin pass code <7567>, then press <ENTER>
3. Press #9 option (MENU) from the setup menu
4. Follow the on-screen instructions to enter menu items from 1 through 99
5. Press <ENTER> after each field to finish

Step 10 – Data Delete (Optional)

Use this feature if you have done test transactions before using the Salesbooster-Pro with your customers. You may delete the transaction data by following the steps below. DO NOT DELETE YOUR DATA ONCE YOU HAVE “GONE LIVE” BY DOING TRANSACTIONS WITH YOUR CUSTOMERS.

1. From the main screen, press #5 (SETUP) to enter the setup menu
2. Enter the default admin pass code <7567>, then press <ENTER>
3. Press #10 option (DATA DELETE) from the setup menu
4. Enter <HANA> from the keypad to delete all data